



NORTH CAROLINA GENERAL ASSEMBLY

2011 Legislative Session

House of Representatives and Senate Appropriations Committees

House of Representatives Chairs

Harold J. Brubaker, Senior Chair
James W. Crawford, Jr.
Nelson Dollar
Mitch Gillespie
Linda P. Johnson

Senate Chairs

Peter S. Brunstetter
Neal Hunt
Richard Stevens

Interim Meetings

Session Law 2011-145, Section 6.5 authorizes the Appropriations Committee of the House of Representatives and the Appropriations/Base Budget Committee of the Senate (the Committees) to meet monthly during the period between legislative sessions to perform ongoing examination and oversight of the State agencies' execution and administration of the budget, including review of agency expenditures and collections of receipts, agency compliance with State laws governing of the expenditures of public moneys, compliance with legislative policies and intent, and the ongoing fiscal stability and integrity of State government.

2011-2013 COMMITTEE PROCEDURES

- **Meeting Dates and Times:** The Committees will meet jointly the third Tuesday and Wednesday of each month during the interim (between legislative sessions). The first meeting for the 2011-2013 Biennium will be held on November 16, 2011.

All meetings will be noticed on the General Assembly's interim calendar at <http://www.ncleg.net/LegislativeCalendar/>.

- **Agenda:** Every effort will be made to publish the agenda on the Committees' website by the Thursday preceding the meeting. After the agenda has been posted, items may be added or deleted only with the approval of the Chairs of the Committees.

- **Agency Deadline for Agenda Development is the First Business Day of the Month:** Agencies and other entities wishing to have their reports and consultations considered for inclusion on the November 16, 2011 agenda must submit their request and all necessary documents to the Committees' email address no later than 5:00 pm on November 7, 2011. State agencies and other entities that wish to have items considered for future agendas must submit their requests and all necessary documents to the Committees' email address no later than 5:00 pm the first business day of the month of the scheduled meeting. After consulting with the Chairs of the Committees, Fiscal Research staff will notify State agencies and other entities scheduled to appear before the Committees'.

- **Committee Staff:** The Fiscal Research (FRD) and Bill Drafting Divisions serve as staff to the Committees. The Joint Budget Development Team in Fiscal Research serves as lead staff to the Chairs of the Committees.

General Procedures

- **Responsibilities for Reports and Consultations:** State agencies, institutions, boards, commissions and other entities are solely responsible for complying with all reporting and consultation requirements as mandated by State law.
- **Submission of Reports and Consultation Documents:** All reports and consultation documents must be submitted electronically to the Committees' email address approps@ncleg.net by the required date or within the appropriate timeframe specified in statutes and session laws. If you are unsure of the required due date, please contact the Fiscal Research Division.

Please note that the **Subject Line** of each email must include the title of the department or submitting entity, title of the report and corresponding legal citation.

In the event of a change in or correction to a previously submitted document, a clearly noted and corrected document may be re-submitted and cross-referenced.

The Committees' email address is only for the submission of reports and consultation documents. Please direct your inquiries/comments to the Fiscal Research staff.

- **Posting Documents to the Web:** All reports and consultation documents submitted to the Committees' email address will be posted to the Committees' web site. In the event of a change in or correction to a previously posted document, a clearly noted and corrected document may be posted and cross-referenced.

Agencies must adhere to the following guidelines for submission of all Appropriations reports and consultation documents. For guidelines click [here](#).

- **Copies for Meetings:** The Committees' Assistants will be responsible for making copies of reports and consultation documents for Committee meetings. However, based on the type and length of the report, a reporting or consulting entity may be required to submit hard copies for distribution. In these instances, reporting or consulting entities will be notified of the number of copies required and the deadline for submission. Otherwise, it is not necessary to submit hard copies.
- **Communication with Fiscal Research Staff:** The email address of the Committees is for receiving submissions and confirming receipt of those submissions only. Please do not reply to this email address. If you have questions or require assistance, please contact a member of the Joint Budget Development Team of the Fiscal Research Division at (919) 733-4910.

Consultation Requirements

In order to fully comply with a consulting requirement, a consulting entity must submit a detailed report to the Committees' email address no later than 5:00 pm the first business day of the month of the scheduled meeting and must present the report to the Committees as directed by the Chairs of the Committees.

If a consultation deadline occurs during a legislative session, then the consulting entity shall submit the required detailed report directly to the Chairs of the Committees, the Fiscal Research Division and to the members of the appropriate subcommittee of the Committees.

Session Law 2011-145 (as amended by S.L. 2011-391) contains requirements for consulting with the Committees' prior to taking specific action. Listed below are those subsections from **Section 6.5(d)** that may affect all State agencies.

1. **Establishment of permanent State positions** in the executive branch unless authorized in the Appropriations Act.
2. **Expenditures in excess of the total requirements of a purpose or program** (also known as Budget Deviations) as provided by G.S. 143C-6-4. This section of the State Budget Act sets forth the limited circumstances under which an agency may spend more than was appropriated in the certified budget for a purpose or program. Prior consultation with the Committees' is required when the overexpenditure results in the total requirements for the agency exceeding the agency's certified budget for the fiscal year by more than three percent (3%). The Director of the Budget must report all other overexpenditures allowed under G.S. 143C-6-4 accordingly.
3. **Extraordinary measures taken under Section 5(3) of Article III of the North Carolina Constitution** to effect necessary economies in State expenditures required for balancing the budget due to a revenue shortfall, including, but not limited to, the following: loans among funds, personnel freezes or layoffs, capital project reversions, program eliminations, and use of reserves.
4. **New capital improvement projects funded from gifts, grants, receipts, special funds, self-liquidating indebtedness, and other funds or any combination of funds** for projects not specifically authorized by the General Assembly. The consultation shall include a description for each proposed capital project as delineated in G.S. 143C-8-6(e).

CONTACTS

Committees' Email Address: approps@ncleg.net

This email address is only for the submission of reports and consultation documents. Please direct your inquiries/comments to the Fiscal Research staff or the Committees' Assistants using the contact information below.

Committees' Websites:

- Click on "Committees" in the navy blue bar at the top of the home page
- Click on "Committee Websites" under the header "Browse Committees by Type"
- Click on [Appropriations \(House Standing Committee\)](#)
[Appropriations / Base Budget \(Senate Standing Committee\)](#)

Committee Assistants:

Cindy Coley, House
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Mary Marchman, Senate
(919) 733-5653
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Kathy Davis, Senate
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